

**Sugar Grove Public Library District (SGPLD)**

**Library Board of Trustees**

Regular Board Meeting Minutes: Wednesday January 25, 2023

**1. Call to Order**

*President* Ryan Ivemeyer called the meeting to order at 6:30 pm CST.

**2. Board of Trustee Roll Call**

- *Present:* Ryan Ivemeyer (*President*), Pat Graceffa (*Vice President*), Vivian Santos-Buch (*Secretary*), Allison Short (*Trustee*), and Glenda Peck (*Trustee*), Bill Durrenberger (*Trustee*)
- *Present via Zoom:* Michelle Damadeo (*Treasurer*)
- *Also Present:* Genna Mickey (*Library Director*)

**3. Public Comment**

- No comment.
  - A. Pledge of Allegiance

**4. Approval of Meeting Minutes**

- A. November 16, 2022 Closed Meeting review moved to a future meeting.
- B. December 14, 2022 Regular Meeting Minutes reviewed.

Allison Short motioned to approve the meeting minutes for December 14, 2022. Glenda Peck seconded. All in favor.

Motion carried.

December 14, 2022 Board Meeting Minutes Approved.

**5. Correspondence**

- Received CPI for 2023 Extensions Notice from the Illinois Department of Revenue.

**6. Review of Financial Reports**

Genna Mickey reviewed the *December 2022* financial reports. Library is at 57% of the year and has spent 48.9% of the budget. Two budget lines that are running high:

- Equipment Maintenance – repair of men’s room faucet; additionally, the boiler broke on Monday.
- Legal Counsel – billed on a yearly basis.

Expenses by Vendor Summary include:

- A couple of annual subscriptions
- Annual alarm monitoring service fee
- Bond payment

Glenda asked about the Tribune Subscription and its high price. Board discussed and Genna explained that library newspaper subscriptions are high.

**7. Approval of the December 2022 Check Register**

Allison Short motioned to approve the December check register in the amount of \$832,612.23. Bill Durrenberger seconded.

All in favor.

Motion carried.

November 2022 Check Register Approved.

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#### 8. Director's Report

Genna Mickey reviewed her Director's Report.

- New teen volunteer has been very helpful.
- Envisionware Self-check issue has been resolved.
- Two referendum related town halls scheduled for February and March.
- Purchased refurbished server.
- Having some issues with the TV in the lobby.
- Library visits have increased in comparison to previous years; however, cardholder registration has gone down, especially after old accounts were recently purged.
- Audit was completed and everything looks good.
- Collected \$1,000 donations via the Holiday Spirit Tree.
- Patron thanked the library for the recording room and shared how she has been using it consistently.

#### 9. Board Representative Reports

##### A. Building and Grounds (discussed during the Director's report)

- The boiler broke this week. A technician came out and diagnosed a failed gas valve on boiler #2 and a failed auto fill valve on boiler #1. These are needed repairs which will probably run around \$600. Currently waiting for the quote.
- Nicor gas had a leak again. Technician came out. No expense involved.
- Working with insurance on the siding repair (previously damaged in a windstorm).
- Faucet in men's bathroom broke and needed to be fully replaced by Anderson's plumbing.
- Joined the Society of Human Resources Management (SHRM) to get more HR related resources.
- Glenda Peck mentioned she will be researching cleaning services quotes soon.

##### B. Finance

- Researching different accounting options.

##### C. Personnel/Policy

- Discussed the need to update the Employee Handbook. Vivian Santos-Buch will be reviewing.

##### D. Strategic Planning

- None

##### E. Referendum Readiness

- Michelle updated the Board on marketing materials: the website is live; posters and handouts are available.
- Bill Durrenberger asked attorney about trustee attendance at the upcoming townhalls. Attorney advised against more than two attending for risk of infringing the Open Meetings Act.

#### 10. Friends and Foundation Reports

- Friends – None.
- Foundation – received \$100 donation from the Fidelity Foundation.

#### 11. Trustee Open Comments and Discussion

- None.

#### 12. New Business

- A. Approval of Ordinance 23-1-25 to amend purpose of the special reserve fund.

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Glenda Peck motioned to approve Ordinance 23-1-25. Bill Durrenberger seconded.  
All in favor.  
Motion carried.

Ordinance 23-1-25 Approved.

- B. Items for February Agenda**
- November closed minutes
  - Grievance policy
  - Possibly employee handbook

**13. Closed Session #1: Director's Review**

Pursuant to 5 Illinois Compiled Statutes 120/2 of the Illinois General Assembly, Allison Short motioned to go into closed session at 7:28pm. Vivian Santos-Buch seconded.

The closed session ended around 8:18pm.  
Return to open session at 8:19pm. Roll call. All present.

**14. Director's Annual Salary Review**

Glenda Peck motioned to approve a 3.5% salary increase for Genna Mickey as Library Director. Allison Short seconded.

All in favor.  
Motion carried.

Director's Salary Increase Authorized

**15. Adjournment**

Allison Short motioned to adjourn the meeting at 8:21pm. Vivian Santos-Buch seconded.

Voice vote: all yes.

Motion passed. Meeting adjourned.